



## SUBSTANCE ABUSE AFTERCARE COUNSELOR

Department / Program: Behavioral Health Services  
Reports To: Supervisory Substance Abuse Counselor  
Salary/Hourly Range: 54  
FLSA Status: EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED  
PD Created: 11/09/2015

### **INTRODUCTION:**

This position is responsible for providing support primarily to individuals who are experiencing problems with alcohol and other drugs. The incumbent performs support through outreach, follow-up, prevention, intervention activities to ensure the continuum of aftercare services to clients who are exiting inpatient/outpatient treatment services.

### **KEY DUTIES AND RESPONSIBILITIES:**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Under the direction of the Substance Abuse Counselor Supervisor assist with facilitation therapeutic group and aftercare groups as needed, prepares and maintains class/group materials, i.e., treatment booklets, handouts, etc. and assists with other support tasks as needed; works with Substance Abuse Program Supervisor and counselors in working individually with clients achieving there established treatment plan goals.
2. Consult and coordinates aftercare treatment prior to client exiting inpatient treatment, provides follow-up services by keeping close contact with the clients, connects clients with various local and off reservation resources and culturally appropriate activities to strengthen and facilitate the recovery process.
3. Provides direct counseling services to individuals and families of learning early recovery and relapse prevention skills, stages of addiction and recovery, co-dependency, etc., under direction of the supervisor, prepares and facilitates (DBT) Dialectical Behavioral Therapy skills groups: follows all program protocols regarding participant's care.
4. Documents client's progress upon discharge from RTC and throughout the aftercare process, collects data and documents all aftercare activities and submits reports to supervisor as requested. Provides crisis On-Call services on a monthly basis.
5. Conducts outreach by initiating home visits, phone contacts. Conducts client level of functioning and needs assessment, provides results to primary counselor and Supervisor; serves as peer support and mentor for clients with significant substance abuse issues. Establish "alumni" group to assist the discharged clients in maintaining sobriety.
6. Coordinates with the Behavioral Health Education Specialist to ensure clients enroll in education and prevention classes. Documents all client activities in the Behavioral Health database system and files in a timely manner according to program policies and procedures; ensures strict confidentiality of client information and documents client contacts.
7. Participates in utilization review, case consultation, supervision and bi-weekly substance abuse program meetings; BHS staff meetings and all other mandatory activities. Assists in the coordination of department prevention and outreach activities. Develop and maintain a tracking system to have contact with clientele for a minimum of 1 year to enhance follow-up services.
8. Performs other duties as assigned or authorized by the supervisor to achieve program and department's goals and objectives.

### **PERSONAL CONTACTS:**

Contacts are with employees within/outside the work area, supervisor, clients, family members, related agencies, tribal and Indian Health Services (I.H.S.) and the general public. The purpose of these contacts is to exchange factual information, provide assistance, coordinate work efforts and established a network of resources for clientele.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:**

The work is performed in a standard office environment, hospitals, and inpatient treatment facilities and within the community, with individuals who are experiencing alcohol and drug addictions. The incumbent is expected to maintain a flexible work schedule to meet the needs of the position. The incumbent may be subject to psychological stress and pressure. Travel on and off the reservation is required.

**MINIMUM QUALIFICATIONS:****1. Required Education, Training and Experience:**

Education: Bachelor's Degree in Addiction, Social Work, Sociology, Psychology or other Human Services related field;

AND

Experience: Three (3) years of work experience in direct assessment and or counseling/continuum of care for individuals experiencing Substance Abuse or Co-occurring issues.

**2. Required Knowledge, Skills and Abilities:**

Knowledge:

- Knowledge of substance abuse addiction, the recovery process and its effect on Hopi
- Knowledge of the 12-step Recovery Program and other recovery programs
- Knowledge of the socio-economic, traditions and culture of the Hopi Reservation
- Knowledge and experience with facilitation groups and working with adolescents
- Knowledge of modern office equipment/machines, and applicable software programs

Skills:

- Good verbal and written communication skills
- Skill in public presentations; one-to-one group settings
- Excellent human relations skills
- Skills in maintaining strict confidentiality of client information, files, etc.
- Skill in caseload management, interviewing and therapeutic relationships

Abilities:

- Ability to assess and evaluate socio-psychological problems of adults, adolescents, and children
- Ability to analyze problems and develop recommendations
- Ability to maintain strict confidentiality of client information, files, etc.
- Ability to maintain flexible schedule to meet with need of the position
- Ability to establish and maintain effective working relationships with others

**NECESSARY SPECIAL REQUIREMENTS:**

1. Must possess an Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must complete and pass the pre-employment screening which includes fingerprint and background investigation in accordance with Hopi Tribal policy.
3. Possess or obtain within three (3) years of employment certification or licensure as an Internationally Certified Drug & Alcohol Counselor (ICADC) or AZ Certified Alcohol & Drug Counselor; OR
4. Possess License Independent Substance Abuse Counselor (LISAC) in the State of Arizona; or if LISAC certified by another state, must be able to qualify and apply for Arizona LISAC within six (6) months of employment and maintain licensure.
5. Must have at least four (4) years of sobriety and pass random drug & alcohol screenings.

**PREFERRED REQUIREMENT:**

1. Speak and understand the Hopi Language.